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UNITED STATES CIVIL SERVICE COMMISSION
WASHINGTON 25, D. C.

March 7, 1957
DM:CPW:1kc

DEPARTMENTAL CIRCULAR NO. 903

TO HEADS OF DEPARTMENTS AND INDEPENDENT ESTABLISHMENTS

SUBJECT: DESIGNATION OF COORDINATOR FOR EMPLOYMENT OF THE PHYSICALLY
HANDICAPPED

It is the desire of the Commission to carry out the wishes of the President as expressed in his statements made before the 1955 annual meeting of the President's Committee on Employment of the Physically Handicapped:

"We have a country dedicated to equality of opportunity. We make much in many Fourth of July speeches that this equality of opportunity goes to all, regardless of race, color, religion, and so on. It seems to me that we might extend it, at least within our own hearts and minds, to include: 'Or to any who may be somewhat physically different or handicapped so long as that person can be made a useful member of society'.

"No one wants to be a ward of charity. Indeed, this word 'Opportunity' seems to me to contain much that means happiness for the human—opportunity to expand and be useful, to know that he is contributing his share to the advancement of that great society of which he is a part . . .

" . . . We cannot afford for one moment to neglect placing opportunity in front of all that are capable of doing anything whatsoever with it. And the mere fact that a person may be minus a limb or one of his senses, or anything else, has nothing to do with it, anymore than do the other differences among humans that we conclude should not be allowed to sway us in the government that is applied to all."

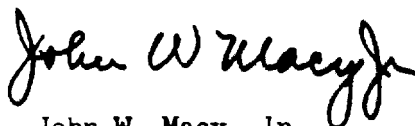
Table 9 of the Federal Employment Statistics Bulletin for January 1956 listed names of agencies which reported appointments of physically handicapped persons for the 23-month period March 1954 through January 1956. The percentage of handicapped persons placed as compared with total accessions was: all areas .68%, Continental United States .75%, and Washington, D.C., metropolitan area .35%. The above figures show a definite downward trend in the employment of the handicapped as compared to statistics for previous periods.

To insure full consideration of the physically handicapped in selective placement, it is requested that a coordinator be designated to represent each department or agency, and that an additional coordinator be designated within each large bureau and field establishment. The coordinator's position should not be considered in any sense as a new one but should be a part of the duties of a designated employee. The level of the coordinator should be such as to insure full cooperation in the program.

The duties of the coordinator would include the responsibility of coordinating the program for the employment of the physically handicapped within the department, agency, bureau, or field establishment, and of maintaining liaison with other agencies in the fields of placement or rehabilitation. When a referral or certification of a handicapped applicant is made by the Commission, the department or agency coordinator should, with the cooperation of the bureau coordinators, arrange for the consideration of the applicant for any vacant positions for which he is qualified. The four steps normally employed in effective placement of a physically handicapped person are:

1. Analysis of the exact physical requirements of the position;
2. Evaluation of the person's physical capacities to perform the duties of the position;
3. Matching of physical capacities of the person with the physical demands of the job, with special attention to the degree to which the person has compensated for his limitations; and
4. Follow-up to check on the adequacy of the placement.

It is requested that the names of the coordinators representing the department or agency be sent to the Civil Service Commission, Attention: Medical Division, by May 1, 1957. The names of the coordinators designated in the field service should be sent to the appropriate Civil Service Regional Office, Attention: Medical Officer.



John W. Macy, Jr.
Executive Director